

# **A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST**

The following checklist is provided as a tool to assist Consultants responding to a Request For Qualifications (RFQ). Solicitations may differ in their requirements; therefore, please read each solicitation carefully to ensure responsiveness. Also refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information."

## **SOQ REQUIREMENTS:**

- ☐ **Submittal Date and Time**
- ☐ **Required number of copies submitted to each location specified**

**SOQ includes the following four (4) sections:**

- ☐ **Section 1 –Transmittal Letters and (unless exempt) Goal Documentation**
- ☐ **Section 2 – Form SF330**
- ☐ **Section 3 – Table or Graph**
- ☐ **Section 4 – Communication Plan**
- ☐ **Section 5 – Work Force Analysis (if applicable)**
- ☐ **Section 6 – Nondiscrimination Statement (if applicable)**

Revised 08/13/09